

## **EMERGENCY SUPPORT FUNCTION 7 RESOURCE MANAGEMENT**

**PRIMARY AGENCY:** Signatory Organizations within Zone 1 & 3  
Zone 5 – City of Seattle Division of Emergency  
Management  
King County Office of Emergency Management

**SUPPORT AGENCIES:** All Participating Organizations

### **I. INTRODUCTION**

#### **A. Purpose**

This Emergency Support Function (ESF) outlines the protocols for resource sharing and resource management among the organizations participating in the Regional Disaster Plan for Public and Private Organizations in King County. ESF-7 provides guidance on how the existing disaster response resources, owned by the participating public and private organizations, will be managed in response to the activation of this response plan. The cost of responding to an incident should not inhibit the actions necessary to address the situation or circumstance. The organizations requesting resource assistance may be invoiced by the lender for personnel, material, and equipment usage expenses.

#### **B. Scope**

Under the Regional Disaster Plan, resource management involves the provision of services, personnel, commodities, equipment, and facilities to assist signatory organizations during the response phase of an emergency or disaster. This includes equipment, supplies, services, personnel, and other supplies and services required to support emergency response activities.

Logistical and resource coordination under this ESF will be through:

1. The three Emergency Coordination Zones and King County Emergency Coordination Center;
2. Efficient and prudent management of available resources within region, and

3. Utilization of a standard system for requesting, obtaining, and deploying additional resources.

## **II. POLICIES**

- A. All public, private and nonprofit signatory organizations will operate according to the adopted authorities and regulations for their respective agencies.
- B. Equipment, supplies and personnel should be sought from local sources first, then inter- or intra-zone, or from King County. Resource needs beyond the capacity of local level and King County will be forwarded to the State of Washington or through the State to the Federal Government.
- C. Signatory organizations will follow the legal and financial guidelines established in the "Omnibus Legal and Financial Agreement."

## **III. SITUATION**

### **A. Emergency/Disaster Conditions and Hazards**

Disasters can have an immediate impact on local resources depending on the type and size of the disaster, and the size and capability of the affected organization. Specialized equipment and resources may also be required to save lives, and protect and restore property during response operations. Expeditious identification, procurement, and allocation of resources are vital to ensure effective local emergency response operations. A significant emergency or disaster will severely damage and limit access to the resource infrastructure.

The architecture for how participating organizations collectively respond to disasters is addressed in the Basic Plan and leadership issues are further articulated in the Appendix 1: Direction and Coordination. The use of geographic divisions of King County (Emergency Coordination Zones) is integral to this plan, and these zones are responsible for certain resource coordination functions. The accompanying Omnibus Legal and Financial Agreement defines the legal platform for resource sharing.

### **B. Planning Assumptions**

1. Each responding organization has an established system for managing their resources.

2. All responding resources will be utilized under the Incident Command System (ICS).
3. The scope of emergencies for which the plan will be activated will ordinarily overwhelm local mutual aid capabilities.
4. Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.
5. Transportation to affected areas may be cut off due to damage to roads, bridges, airports, and other transportation means.
6. This ESF is a framework for resource sharing and resource management among Regional Disaster Plan partners. It does not specifically address the rates or management issues involved in resources that may be requested or utilized from the state or federal level.
7. Resource inventories will vary, and maintaining current resource lists will be most effectively managed at the city, agency and organizational level first.
8. Providing agencies may charge a "Standardized Rate" or "Contractor Force Rate" [as defined by the Federal Emergency Management Agency and industry standards] for resources and services provided, or may charge the actual cost of providing the resource or service.

#### **IV. CONCEPT OF OPERATIONS**

##### **A. General**

1. Implementation of this ESF will be the mechanism through which logistical and resource support is coordinated between all Regional Disaster Plan partners.
2. Actions undertaken in conjunction with this ESF will be coordinated with local jurisdictions, agencies and organizations within each zone and the King County Emergency Coordination Center.

## **B. Organization**

As stated in the Basic Plan, participating organizations should utilize appropriate internal resources and available mutual aid resources and private sector / contractors before activating the Regional Disaster Plan. Resource needs not met internally should be coordinated through Zone Coordination Centers and King County ECC. Should the available public and private resources in King County be overwhelmed by the incident, cities and the county can request resources from Washington State Emergency Operations Center (EOC).

To successfully track and account for the resources requested from the State and Federal (it is possible that a city or zone will request federal resources such as the FEMA Urban Search and Rescue Teams) level, it is incumbent on cities to inform the King County Emergency Coordination Center (ECC) of resource requests that have been sent directly to the state. Preferably, State and Federal resource requests will be sent through the King County ECC.

## **C. Procedures**

Throughout a disaster, local agency and organizational EOC/ECCs will coordinate resource mobilization to support field responders, address victim needs, and restore critical infrastructure. Under the Regional Disaster Plan, resources will be acquired from public and private sources and mobilized in a manner that recognizes the criticality of certain missions. This strategy ensures resources are acquired in the most efficient manner possible and allocated in support of pre-established response and recovery priorities.

All participating organizations will use the following priorities when assessing critical missions and allocating limited available resources. The EOC/ECCs will prioritize resource mobilization based on the following response and recovery criteria:

- Health & safety protection
- Restoration of critical infrastructure
- Protect public property & environment
- Initiate long-term recovery

### Resource Request

Upon meeting the requirements outlined in the Basic Plan (using first appropriate internal resources, then exercise mutual aid, then proclaim an emergency), any participating organization can request the resources of other participating organizations. Utilization of resources,

beyond mutual aid, will occur on three levels:

- Resources from other participating organizations within the Zone or private industries within the county
- Resources from participating organizations in other Zones
- Resources coordinated by the State EOC (May include state agencies, other counties, other states, federal agencies, or private industries outside the county.)

Participating organizations will work through their respective Zone protocols and coordination centers or the King County ECC when they need other resources in support of their event.

Requests for resources will be stated in terms of mission requirements and the particular resource. The King County ECC or Zone Coordination will begin querying those participating organizations within their geographical zone area that are unaffected by the event.

Multiple jurisdictions may be asked to determine availability of specific resources in support of impacted jurisdictions. Providing jurisdictions will not deploy resources without a specific request and authorization from the requesting jurisdiction.

#### *Movement of Resources*

Resource movement will occur exclusively through the specific request of the affected organization(s). In cases where there is a known or impending threat, participating organizations may pre-position certain resources, though this will occur in coordination with the potentially impacted organizations or jurisdictions.

In most instances, this plan will not be implemented until the affected participating organization contacts the Zone Coordination function or the King County ECC with a the State Resource Request form.

Upon receiving and responding affirmatively to a resource request, it is incumbent on the lending organization to mobilize and transport the requested resource. The resource mobilization and transportation effort, whether with owned or rented vehicles or through third-party services, are services that can be invoiced to the borrower organization.

The borrower organization should provide specific information to the lender organization on where the incoming resources should be staged. The borrower should provide a point of contact at the staging area and a communication link. In cases where equipment or material resources are sent without accompanying personnel, the shipment

papers should be signed by a staging area manager or equivalent to establish the chain of custody of transitory resources.

#### Resource Utilization

All organizations that request resources as part of this Regional Disaster Plan will manage them according to the Incident Command System.

Response activities will be driven and tracked via written Incident Action Plans. The borrowing organization will maintain status and resource information for effective and efficient resource use. Resources committed to an event will remain available to that incident site until they are released by the on-scene command structure or re-called by their own organization.

#### Resource Demobilization

Resources and personnel that are loaned under this Regional Disaster Plan can be re-called by their organization, with an adequate notice to the Incident Commander as outlined in the Basic Plan. When resources are no longer needed, they will be demobilized by the Incident Commander.

#### Resource Reimbursement

Reimbursement forms may be submitted by the lending organization. Cities and special purpose districts, which request resources through the State or request Federal resources, may or may not be invoiced for the resources provided.

All organizations requesting Federal reimbursement for disaster related costs must carefully document personnel activities (names, work performed, location of work, date/time of work, etc.) and keep receipts for all expenses.

## **V. RESPONSIBILITIES**

All Regional Disaster Plan signatory organizations shall:

1. Within your organizational emergency management plan identify internal resource needs.
2. Establish internal organizational policy and procedures for emergency purchases of needed resources.
3. Develop and maintain organizational resources inventory.

4. Follow the Omnibus Legal and Financial Agreement for the Regional Disaster Plan.
5. Consider use of resources to accomplish mission priorities.
6. Coordinate resource activities with neighboring organizations through appropriate Zone Coordination Center.
7. Maintain records of all expended resources, such as equipment, materials, supplies and personnel hours) and resources borrowed from participating organizations.
8. Appropriately charge for lending resources at "Actual Cost," "Standardized Rates" or "Contractor Force Rates" maintained by FEMA, trade organizations, and industry publications.
9. Request local authorities to invoke temporary controls on local services or commodities, as needed.
10. Participate in emergency management training, drills and exercises of the Regional Disaster Plan and its related components.

**A. Primary Agencies**

**1. Zone 1 Emergency Coordination Group shall:**

- a. Establish protocols and procedures for resource sharing amongst jurisdictions and organizations within Zone 1.
- b. Staff the Zone 1 Coordination Center when the Regional Disaster Plan has been activated by a jurisdiction within Zone 1.
- c. Establish coordination between and among the organizational EOCs within the Zone.
- d. When an organization is in need of resources, coordinate and seek the resource request within the Zone first.
- e. When a resource cannot be met within the Zone, requests may be made to the King County ECC or other Zones for resource support or Washington State EOC.

**2. Zone 3 Emergency Coordination Group shall:**

- a. Establish protocols and procedures for resource sharing amongst organizations within Zone 3.
- b. Activate Zone 3 Discipline Coordinators and staff the Zone 3 Discipline Pod at KCECC as appropriate for the incident.
- c. Establish coordination between and among the organizational EOCs within the Zone.
- d. When an organization is in need of resources, coordinate and seek the resource request within the Zone first.
- e. When a resource cannot be met within the Zone, requests may be made to the King County ECC or other Zones for resource support or Washington State EOC.

- 3. Zone 5 – City of Seattle Division of Emergency Management**
  - a. Staff the Zone 5 – City of Seattle Emergency Operations Center when the Regional Disaster Plan has been activated by City of Seattle.
  - b. When an organization is in need of resources, coordinate and seek the resource request within the Zone first.
  - c. When a resource cannot be met within the Zone, requests may be made to the King County ECC or other Zones for resource support or Washington State EOC.
- 4. King County Office of Emergency Management**
  - a. Establish protocols and procedures for resource sharing among King County government agencies.
  - b. Staff the King County ECC in support of a jurisdiction's EOC activation.
  - c. Establish coordination between and among the Zones, staging areas and incident sites.
  - d. When King County is in need of resources, coordinate and seek the resource request within County government resources first.
  - e. When a resource need cannot be met within County government, request resource support from other participating organizations through the Zone Coordination Centers.
  - f. When need for resources cannot be met within King County region, request resource support from Washington State EOC.

**B. Support Agencies**

Regional service providers will conduct their operations in concert with the Concept of Operations, Direction & Coordination appendix of this plan, and any relevant ESFs.

**VII. REFERENCES**

**VIII. DEFINITIONS AND ACRONYMS**

None.